

EVALUATION STATEMENT

Labor Category/FLSA: Non-exempt

 X **Current Position Description**

 Proposed Position Description

Date Prepared: July 7, 2003

Approving Official: Name: Charlene Watson Signature: 

Position Title/Series/Grade: Maintenance Worker WG-4749-8

**ORGANIZATION: Division of Intramural Research: Intramural Administrative Management
Branch, Administrative and Facilities Management Section**

REFERENCES: OPM JGS for WG-4749

Background: This position is in the Intramural Administrative Management Branch, Administrative and Facilities Management Section, Rocky Mountain Laboratories.

It is an established position and meets the requirements for WG-4749-8

POSITION DESCRIPTION
MAINTENANCE WORKER, WG-4749-08

I. Introduction

This position is located in the Maintenance unit, Administrative and Facilities Management Section (AFMS), Intramural Administrative Management Branch (IAMB), NIAID, NIH. The Maintenance unit is responsible for performing maintenance, alteration and improvement of buildings, and the upkeep of grounds, utility systems, and motor vehicles at the facilities located at the NIAID Rocky Mountain Laboratories (RML) located in Hamilton, Montana.

II. Major Duties and Responsibilities

Performs the construction or removal of a wide variety of facility structures and assemblies. Responsible for the installation or removal of partitions, floors, ceilings, acoustic tile, plasterboard, or masonite. Performs construction of specialized laboratory modules, special items to support research equipment, special office or laboratory furniture or casework; fabrication and installation of workbenches, sinks, drain boards, shelving, doors, windows, and many types of hardware. Install and repair vinyl, ceramic, or quarry tile floors, walls, and ceilings.

Troubleshoots and repairs malfunctioning electrical equipment of all kinds. Assembles and installs electrical equipment and systems when new construction or repair projects are undertaken by the shop.

Conducts visual examinations and operational tests to determine the need for, and the performance of, repair work. Responsible for maintaining sprinkler system by repairing broken pipes, and replacing and repairing sprinkler heads. Lubricates a variety of equipment including exhaust fans, intake fans, condensate return pumps, and other electric motors. Replaces fan belts and air filters on HVAC systems. Responsible for the maintenance and upkeep of motor vehicles including cars, vans, dump trucks, and forklifts.

III. Supervision and Guidance

The incumbent works under the direct supervision of the Chief, Maintenance unit and is considered an apprentice/sub-journeyman in the trades he/she applies. Work is assigned in a general way without specific guidelines unless the job is complicated in nature.

IV. Physical Efforts

The work requires considerable standing, stooping, bending, and walking. And the incumbent will be required to climb ladders, catwalks, scaffolds, and sometimes maintain stooping or kneeling positions for considerable lengths of time and may be required to lift a maximum weight of seventy-five (75) lbs.

V. Work Conditions

The incumbent's work is performed in a variety of locations including the shop, research areas, laboratory animal facilities, and offices. The incumbent will be exposed to dust and oily residue from working with wood, plaster, brick, mechanical systems, and other materials. There is a likelihood of minor cuts, burns, and bruises. Work can be performed both indoors and outdoors and in mechanical rooms and cold rooms which subjects the incumbent to considerable fluctuations of temperature, ventilation, and humidity. Care and protection must be used when working in laboratory areas where there is a potential for exposure to hazardous substances such as chemicals, biohazardous material, and radioactive substances.